



February 2002

Important Health Benefits News for Benefits Administrators

Upcoming Events

FEB

February 15 ♦ Trigon Provider Directories printed and available for ordering

February 18 ♦ President's Day Holiday

February 21 ♦ Copy developed for Spotlight newsletter and materials for spring Open Enrollment

MAR

March 9 ♦ Last day of General Assembly session

March 22 ♦ Tentative date for Spotlight newsletter and Selection Guides to be published for spring Open Enrollment

March 25 ♦ Other Open Enrollment materials available for orders (tentative)

March 25 ♦ Distribution tentatively scheduled for Spotlight, Open Enrollment posters and Selection Guides to Benefits Administrators

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Virginia Department of Human Resource
Management

B.A. Bulletin

Distribution of Open Enrollment Materials

In an effort to address budget challenges and constraints, the Spotlight newsletter will not be mailed to employee homes this spring. Instead, our plan is to have Benefits Administrators receive copies of Spotlight for all employees and distribute the newsletter. As indicated earlier, Open Enrollment for all state agencies, colleges and universities is tentatively scheduled from April 15 to May 15, 2002. However, the timing of Open Enrollment depends on actions by the General Assembly and administration – we wish we could be more definite!

In addition to Spotlight, you will also be shipped Open Enrollment posters and new Selection Guides (see below) for employees. At this point, we plan to have all other Open Enrollment materials – Enrollment/Waiver forms, rate sheets, Comparison of Benefits sheets – available for orders no later than the fourth week in March.

New Selection Guides and Extended Coverage Forms

Based on input from Benefits Administrators, we are developing one booklet of plan information to use with employees. The current Guides to health plans which you order each spring for Open Enrollment will be replaced this year by a Health Benefits Selection Guide. This booklet will include summaries on all available health plans plus other enrollment information.

We also have developed a separate Extended Coverage Enrollment Form that will be mailed to Extended Coverage participants prior to Open Enrollment. It may be ordered from Commonwealth Mailing.



Sign Up Now For Health Benefits Training!

The Department of Human Resource Management offers both basic and advanced courses in health benefits administration. Training is held in Richmond at the PDS Training Center. Classes are scheduled from 8:30 a.m. to 4:30 p.m.

Fundamentals for Health Benefits Administrators (Parts I and II)

February 13-14, 2002
May 8-9, 2002
September 16-17, 2002
November 6-7, 2002

Advanced Health Benefits Administration

May 22, 2002
September 25, 2002
November 13, 2002

For more information, visit the DHRM Web site at <http://www.dhrm.state.va.us>.

Actions For Employees In Discontinued Plans

Optimum Choice plans and the CIGNA HMO will exit the program effective July 1. Employees enrolled in those plans should enroll in another health plan offered by the State Health Benefits Program. However, if they do nothing, they will be enrolled by default in standard Key Advantage.

The Spotlight will contain additional enrollment instructions.